

Space, Missile, Command and Control

AIRFIELD VEHICLE TRAFFIC

Air Force Policy Directive 13-2, Air Traffic Control, AirSpace, Airfield, and Range Management establishes procedures and assigns responsibilities for the control and movement of all vehicles on the airfield. It applies to all personnel, civilian and military, who operate vehicles on Sheppard airfield.

SUMMARY OF REVISIONS

This revision reflects and updates current Sheppard Air Force Base (SAFB) policy for operating vehicles on airfields located at SAFB and Frederick Municipal Airport, updates terms, and updates functional address symbols for the office of primary responsibility. An “*” indicates revisions from the previous edition.

Section A--References, and Terms

- 1.1.** See attachment 1.

Section B--Responsibilities

- 2.1.** The Airfield Manager will:

2.1.1. Establish vehicle traffic control procedures for the airfield in accordance with AFI 13-213/AETC Sup 1.

2.1.2. Be the final approving authority for access and control of airfield vehicular traffic.

2.1.3. Develop and monitor the airfield driver's training program.

2.1.4. Certify airfield drivers on the AF Form 483, Certificate of Competency.

2.1.5. Ensure all airfield qualified drivers complete refresher training every 24 months.

2.1.6. Issue and control flight line decals for privately owned vehicles (POVs).

2.1.7. Obtain a current list of vehicle control officers (VCOs) and/or vehicle control noncommissioned officers (VCNCOs) from Vehicle Operations.

2.1.8. Develop the flight line driving test and distribute copies with an answer key to all VCOs/VCNCOs.

2.2. The Commander, 82d Civil Engineering Squadron, in cooperation with the Base Contracting Officer and Corps of Engineers, is responsible for ensuring that contract personnel working on the airfield comply with this instruction.

2.3. Unit Commanders will ensure that VCOs and VCNCOs comply with the procedures set forth in this instruction.

- 2.4.** The VCO and VCNCO will:

2.4.1. Limit flight line certification to personnel whose duties require regular access to the airfield.

2.4.2. Ensure that all flight line drivers are trained and certified.

2.4.3. Provide flight line training and testing to all assigned personnel who are required to drive on the airfield. An airfield operator's test will be given to each applicant. Those who fail to obtain a score of 80% or higher may be retested immediately. Failure on the retest will require retraining. The results of all testing will be annotated on the AETC Form 780, Flight Line Drivers and VCO/VCNCO Training and Certification.

2.4.4. Submit AF Form 483 and AETC Form 780 to the Airfield Manager for each applicant.

2.4.5. Maintain a list of all unit personnel qualified to operate a vehicle on the Sheppard Air Force Base airfield.

2.4.6. Provide the Airfield Manager a quarterly listing of qualified airfield drivers. The list will be current as of 31 March, 30 June, 30 September, and 31 December. The list will be forwarded to the Airfield Manager no later than five working days following the end of each quarter. The list will include the name, rank, duty section, permit number, and last date of training for each driver.

2.4.7. Ensure that each applicant required to operate special purpose, material handling, and construction equipment has an AF Form 2293, US Air Force Motor Vehicle Identification Card. Applicants required to operate general purpose vehicles, 15-passenger or less, or 1.5-ton cargo or less, must have valid civilian driver's licenses.

Section C--Local Airfield Access Guidance

3.1. Control Tower operating hours are 0600 until 2100 daily and during all 80th Flying Training Wing flying. When the control tower is closed, all vehicles will use the perimeter road. Taxiways may be used as long as runways are not entered.

Exception: Emergency response vehicles with emergency lights on may proceed on the active runway during emergency situations after visually clearing the runway and the final approach paths.

3.2. Security Police patrols are authorized on all airfield parking ramps on a regular basis for security checks.

3.3. Vehicles responding to emergencies and simulated or actual disasters are authorized access to the airfield provided they are radio equipped or are escorted by vehicles with radios. Security Police, Fire Department,

Base Operations Vehicles, and ambulances are authorized entry from any point of the airfield when responding to emergencies.

3.4. The following individuals do not require formal airfield driver's training or letters of justification for flight line decals. They will receive an airfield familiarization tour, accompanied by a familiarized airfield driver.

- 82d Training Wing Commander
- 82d Training Wing Vice Commander
- 82d Support Group Commander
- 82d Support Group Deputy Commander
- 80th Flying Training Wing Commander
- 80th Flying Training Wing Deputy Commander for Operations
- 80th Flying Training Wing Assistant Deputy Commander for Operations
- Wichita Falls Municipal Airport Manager
- 80th Operations Support Squadron Commander
- 82d Civil Engineering Squadron Commander
- Airfield Manager
- Quality Assurance Evaluator (QAE), Airfield Management and Base Operations

Section D--Operating Procedures for Sheppard AFB

4.1. All vehicle operators will comply with this instruction while driving on the airfield.

4.2. All personnel driving on the airfield will establish radio contact with Sheppard Ground Control prior to entering the airfield during the tower operating hours.

4.3. All vehicles will maintain a distance of 125 feet from the runway edge. All vehicle operators will yield to aircraft.

4.4. Airfield drivers will restrict their driving to paved surfaces or access roads. When duties require leaving the paved surface, drivers will coordinate with Base Operations or Sheppard Ground Control (if Base Operations is closed) prior to leaving the paved surfaces,

except during emergencies. Immediately after returning to the paved surfaces, inspect vehicle and tires for dirt, rocks, and debris that could result in foreign object damage (FOD) to aircraft. If extensive debris is tracked onto a paved surface, the operator will advise Base Operations that the sweeper or a wash-down truck is needed.

4.5. Except in emergency situations, general purpose vehicles will not exceed 35 Miles Per Hour (MPH) while on the airfield. The speed limit on all aircraft parking aprons will be 15 MPH for general purpose vehicles. The speed limit for special purpose vehicles will not exceed those published in the appropriate Technical Orders (TOs). No vehicle will be driven in excess of 5 MPH within 25 feet of aircraft. Aircraft will not be towed in excess of 5 MPH.

4.6. Prior to entering or crossing taxiways, ensure the way is clear of aircraft and obstacles.

4.7. Notify Base Operations dispatcher of any debris, breaks in the pavement, or holes that may possibly create a hazard to aircraft or vehicles. The dispatcher will visually inspect the hazard and take appropriate action to effect repairs.

4.8. Drive so as not to interfere with navigational aids or lighting systems on the airfield.

4.9. Stay at least 10 feet away from parked aircraft or as specified in the TOs for Service vehicles. Stay at least 25 feet in front of or 200 feet behind an operating aircraft. Additional distance is required for aircraft larger than a T-38.

4.10. During nighttime operations, ensure headlights are turned off when approaching taxiing aircraft or anytime lights from your vehicle could be a factor to a pilot's night vision. Leave the vehicle parking lights on to mark its position until the aircraft is out of range.

4.11. When a vehicle is parked unattended on the active surfaces of the airfield (runways, taxiways, and aircraft parking ramps), turn the engine off, leave the key in the ignition, and place transmission in "park" if automatic transmission or "reverse" if standard transmission. In addition, vehicles parked within 25 feet of an aircraft must be chocked. All powered vehicles and all equipment mounted on wheels that do not have integral braking systems will be chocked when left unattended. Aircraft servicing vehicles will be operated in accordance with appropriate TOs.

4.12. Taxiway shoulders are stressed for vehicles weighing 10,000 lbs or less. Vehicles that exceed this

limit will be operated on the concrete surface unless this is impossible under emergency conditions. The Base Operations dispatcher will be notified if a vehicle exceeding the 10,000 lbs limit has to use the shoulder. The dispatcher will have the area inspected for damage.

4.13. The 80th Flying Training Wing or contract maintenance personnel operating Government Owned Vehicles (GOVs) or contract maintenance vehicles do not have to coordinate with Base Operations or Sheppard Ground Control for vehicular operations on the Europe Nato Joint Jet Pilot Training (ENJJPT) ramp.

4.14. Authorization to drive on the airfield will be automatically revoked upon retirement, discharge, or Permanent Change of Station (PCS). Authorization requires completion of refresher training every 24 months. ENJJPT pilots are waived refresher training.

4.15. Authorization to drive on the airfield will be revoked for commission of any unsafe act such as an unauthorized runway intrusion. To requalify, the driver must be retrained. The unit VCO/VNCO will document the retraining on an AETC Form 780 and submit it to the Airfield Manager.

4.16. All privately owned vehicles operated on the airfield must have a flight line decal displayed. Request for flightline decals will be submitted to the Airfield Manager. A letter of justification will be submitted with the request.

4.17. POVs operating on the airfield will maintain 2-way radio contact with Sheppard Ground Control. Contractor personnel will advise the Base Operations dispatcher when they enter and depart the airfield.

4.18. The following radio procedures will be used:

4.18.1. Radios that have encoders are encouraged. A full 1-second encoder tone must be used in order to contact the tower. If an encoder is not available ask another person on the same frequency to transmit the encoder tone.

* **4.18.2.** Clearance from the tower must be received before operating on or crossing runways. Light signals from the tower will only be used in case of radio failure while on the airfield. Blanket access to runways will not be given. Drivers will obtain clearance to enter any runway and will notify tower each time they depart a runway.

4.18.3. Standard radio terminology will be used. All radio transmissions will start with the identification of

the station being called. After acknowledgment, state the message in a clear and concise manner (i.e., Sheppard Ground, this is OPS 3, request clearance to cross runway three-five). After clearance is received from ground control to cross runway 35, acknowledge by repeating clearance (e.g., Roger Ground, understand cleared to cross runway three-five). The tower has primary responsibility for aircraft and may not have time to answer immediately. Give the tower sufficient time to respond. Repeated calls to the tower only add to confusion. The tower ground controllers have responsibility for operating the FM Net (ramp net). Ten codes, (e.g., Ten-4) will not be used.

4.18.4. If radio communications are lost after entering the airfield, have another vehicle escort the disabled vehicle or leave the airfield without crossing any runways. As a last resort with radio failure, and crossing is required, flash headlights at tower and wait for the appropriate light signal before crossing.

4.18.5. Vehicles without radios will not be on the airfield unless escorted by a radio equipped vehicle.

Section E--Operating Procedures for Frederick Municipal Airport

5.1. When the Runway Supervisory Unit (RSU) at Frederick is not manned:

5.1.1. Come to a complete stop 125 feet from the runway edge. Look in both directions for aircraft. This runway serves agricultural aircraft (crop dusters), helicopters, general aviation aircraft, as well as military jets.

5.1.2. Proceed with caution when the way is clear.

5.2. When the RSU is manned:

5.2.1. Come to a complete stop 125 feet from the edge of the runway with vehicle pointed toward the RSU. Flash headlights to alert the RSU. Wait for light gun signal.

5.2.2. When clearance to cross is received, look both directions for any undetected air traffic and proceed with caution.

Section F--Forms Prescribed

6.1. AF Form 483, Certificate of Competency; AF Form 2293, US Air Force Motor Vehicle Identification Card; AETC Form 780, Flight Line Drivers and VCO/VNCO Training and Certification

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